

EQUIPMENT SHIPPING GUIDELINES

- **Ellington Field shipping instructions.** Use ONLY the following address to ship items intended for your team's use. DO NOT under any circumstance list NASA on the address label, or as part of the address. If you do, your shipment may end up lost.

Assure that your equipment is scheduled to arrive at Ellington Field by Wednesday, the day before orientation and your flight week.

Use ONLY the following address! Print Clearly! Place team name/address on the return address label. You may want to inform your shipper to call the RGO office at 281-244-9874 before they arrive so they can receive directions and be informed of the security procedures. Be sure to bring your tracking information, sometimes the equipment does not arrive and you will need the tracking numbers!!!

**Reduced Gravity Office
Ellington Field, Building 993
Mail Code: CC43
Houston, Texas 77034
Attn: John Yaniec (281-244-9211 or 9874)**

Teams are responsible for arranging to have their equipment picked up and shipped back to their home campus. We don't provide shipping labels. Do not use Ellington's address on the shipping label when you make arrangements to ship your project home. The sender and return address should reflect your college campus' address. Be sure to arrange return shipping so that your equipment is picked up on the day your team completes the program.